

## **EXECUTIVE MEMBER PORTFOLIOS 2011/2012**

<b>DEPUTY LEADER and EXECUTIVE MEMBER FOR FINANCE</b>
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### **DEPUTY LEADER OF THE COUNCIL**

#### **Role specification**

##### **Role**

The Deputy Leader will support the Leader of the Council in discharging the responsibilities set out in the Leader's Role Specification and to act as a portfolio holding member of the Executive.

##### **Specific responsibilities**

The Deputy Leader will deputise for the Leader in discharging that role when the Leader is absent and as appropriate. (The specific responsibilities are set out in the Role Specification for the Leader of the Council.)

The Deputy Leader will also undertake a designated role as a portfolio holding member of the Executive. In this case as Executive Member for Finance.

### **EXECUTIVE MEMBER FOR FINANCE**

#### **Role specification**

##### **Role**

Members of the Cabinet will have wide ranging leadership roles and will need to:

- lead the community planning process and ensure best value, with input and advice from Overview and Scrutiny, Township Forums, officers and any other persons as appropriate;
- lead the preparation of the Council's budget and policy framework, to include attending and contributing to the Council's annual Strategic Planning Event;
- take decisions on resources and priorities with other stakeholders and partners in the local community to deliver and implement the budget and policies decided by full Council;
- be the focus for forming partnerships with other local public, private, voluntary and community sector organisations to address local needs;
- ensure that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- commit to the delivery of fair and non-discriminatory services to all members of the local community;
- commit to upholding human rights and promoting equality and diversity; promote and uphold the values within the Bury Values Prospectus
- present, where relevant, performance reports to Overview and Scrutiny;
- represent the Council's view on portfolio issues at Council, Executive and where relevant at Overview and Scrutiny;

- represent the view of the Council on matters of corporate or strategic policy as the lead Executive Member, to the Government and to other bodies and organisations relevant to the Council's work;
- participate as a member of any panel, task group or other Council forum as appropriate;
- participate in local consultative arrangements and actively engage in communication and dialogue with any bodies and organisations involved in portfolio issues;
- provide support and guidance and work collaboratively with the designated lead members working within the portfolio holders area of responsibility; and
- be responsible for the functions delegated to the Executive either as a whole or to the Executive Member, as set out in the Council's Constitution.
- ensure that occupational health and safety implications are adequately considered in policy development and decision making within the area of responsibility;

### **Specific responsibilities**

The role of the Executive Member for Finance is crucial to the successful application of prudent financial management of the Council's various budgets and asset management.

Additionally, this role has lead political responsibility for the successful delivery and monitoring of operational financial performance targets within the Council's performance management framework in conjunction with the appropriate directors.

The main areas of responsibility are:

- participation in the formulation and application of policies and in decision making and cross cutting issues, concentrating on the following areas:-
  - Priority-led Budgeting (Capital/Revenue/HRA)
  - E-Government and role as E-Champion
  - Asset Management
  - Risk Management
  - Benefits Performance
  - Annual Internal Audit Plan
  - Procurement
  - Markets
- As the Deputy Leader, to promote the Council's corporate governance arrangements and ensure changes are made as appropriate – this will involve especially close liaison with the Executive, Assistant Director of Finance and E-Government (Section 151 Officer), and the Monitoring Officer (Assistant Director of Legal and Democratic Services);
- to ensure that community views are sought about key Council financial and resource priorities so as to inform the decision making process, and to ensure that activity to consult with the community is properly co-ordinated;
- to oversee and ensure the Annual Statement of Accounts is published;
- to ensure that risk management, including the management of business risks, is addressed appropriately;

- to ensure that the published Corporate Plan sets out the Cabinet's priorities in the form of clear objectives and rigorous targets for all Council activity, and that those objectives and targets are properly reconciled with the other, relevant, aspects of the budget and policy framework;
- to present, where appropriate, performance reports to Overview and Scrutiny and Audit Committee;
- to oversee any activities and priorities as set out in the Corporate Asset Objectives and Plan;